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16 March 1976

MEMORANDUM FOR: Director of Central Intelligence

: John F. Blake FROM

Deputy Director for Administration

: DDA Office Directors' Conference, SUBJECT

2 - 4 April 1976

This Directorate has periodic conferences of its Office Directors and senior staff officers that are traditionally held at the Station.

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Such a conference has been scheduled from 2 - 4 April 1976. The Office Directors, Mr. McMahon, and myself will be leaving Washington for the

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at approximately 3:30 p.m. on Friday, 2 April, with a return to Washington at approximately 2:00 p.m. on Sunday, 4 April. A senior Directorate officer will be on duty during my absence and secure telephonic communications are available between Headquarters and the

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Signed: John F. Blake

John F. Blake

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